

ARIZONA PUBLIC SAFETY COMMUNICATIONS COMMISSION

Summary of Minutes

April 25, 2006

Voting Members Present:

David Felix, Deputy Director, Arizona Department of Public Safety (Chairman)

Ray Allen, Assistant Chief, Tucson Fire Department

Amy Brooks, Captain, Apache Junction Fire Department

Glenn Brown, representing Jan Hauk, President, AZ Fire District Assoc./Buckeye Valley Fire District

Gordon Gartner, Chief, Payson Police Department

Karl Hartmetz, representing Hal Collett, Sheriff, La Paz County/Arizona Sheriff's Association

Kermit Miller, Deputy Chief, alternate for Richard Miranda, Chief, Tucson Police Department

Tracy Montgomery, Commander, Phoenix Police Department

Angelica Novoa, Chief, Cocopah Tribal Police Department (appointed but not yet confirmed as of April 25, 2006)

Kathleen Paleski, Commander, Northern Arizona University Police Department

Danny Sharp, Chief, Oro Valley Police Department

Lou Trammell, Deputy Director, Arizona Division of Emergency Management

Dan Wills, Chief, Sedona Fire District

Dewayne Woodie, Captain, Ganado Fire District/EMS

Jeff Zientek, representing Mike Worrell, Captain, Phoenix Fire Department

Voting Members Absent:

Hal Collett, Sheriff, La Paz County, Arizona Sheriff's Association

Jan Hauk, President, Arizona Fire District Association/Buckeye Valley Fire District

Mike Worrell, Captain, Phoenix Fire Department

PSCC Support Office Attendees:

Curt Knight, Executive Director, Public Safety Communications Commission

Kevin Rogers, Project Manager, Public Safety Communications Commission

Wayne Kincheloe, Telecommunications Engineer II, Public Safety Communications Commission

Holly Burkenbine, Administrative Services Officer, Public Safety Communications Commission

Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission

Call to Order and Roll Call

The meeting was called to order at 1:05 p.m. by Chairman David Felix. Roll call was taken as noted above and a quorum was declared present.

Approval of Minutes from October 26, 2005 and January 24, 2006

Chairman Felix called for a motion to accept the corrected minutes of the October 26, 2005 meeting and approval of the January 24, 2006 minutes. The October 26, 2005 minutes showed Commissioner Lou Trammell as being absent. The corrected minutes should reflect Commissioner Trammell as present at the October 26, 2005 meeting. Commissioner Dan Wills

presented a motion for approval of both the October (as corrected) and January minutes, seconded by Commissioner Ray Allen. Motion was unanimously carried.

Mr. Curt Knight introduced a new commissioner, Chief Angelica Novoa, Cocopah Tribal Police Department. Chairman Felix noted Chief Novoa's paperwork has been submitted but has not been finalized. Chief Novoa was invited to participate in meeting discussions but is not yet able to vote.

Arizona Emergency Radio System (AERS)

On behalf of Mr. Jay Vargo of Division of Emergency Management, Mr. Scott Tillman updated the Commission on implementation and deployment of the AERS project throughout the state. Mr. Tillman reported on newly installed equipment at the following sites: Schnebly Hill and Hualapai. Areas scheduled for deployment in southern Arizona through the summer include the following sites: Telegraph, Oatman Mountain, Childs Mountain, Nogales Hill, Mule Mountain. Possible other sites are: Quijotoa, Greens Peak, Apache and Navajo counties, and Piney Hill to cover the tribal headquarters for the Navajo Nation in Window Rock. The radios have not shipped from the factory but anticipated deployment for some of those radios are expected within the next couple of weeks.

Mr. Knight reported on the "outreach and education" AERS project presentation in Page. At the request of Mr. Knight, Sheriff William Pribil, Coconino County Sheriff's Office, hosted a meeting in Page. Page was selected due to its broad spectrum of users, primarily state, local, city, federal agencies and the Utah Highway Patrol. Mr. Knight credited Sheriff Pribil with arranging this meeting. Other topics discussed at the meeting were the AERS State Plan and PSCC website information (Channel Plans and Memorandum of Understanding (MOU)). The MOU now on the PSCC website is two-fold: 1) it authorizes use of state-licensed frequencies/mutual aid channels, and 2) acknowledges your recognition that we all need to work together in a mutual-aid environment with these channels.

Chairman Felix attended this meeting and reported the Page meeting was well represented. He complimented the Support Office with putting all the pieces in place to bring this meeting together, exercising the system (AERS), and beginning to make use of and recommendations for changes, if any.

Mr. Knight reported the same "outreach and education" presentation is being planned for Mohave County in the next couple of weeks and going on to La Paz and Yuma County to follow the schedule Mr. Tillman reported on with the AERS deployment.

Chairman Felix asked for a motion to approve the Arizona Emergency Radio System (AERS) State Plan which was the work of the SIEC Operational Work Group. This is an interim step between short- and long-term interoperability for the state of Arizona. The State Plan provides definitions, eligibility for participation, operational guidelines for channel use, command & control and field user responsibilities, etc. The document will evolve as the system is used and recommendations are made on how it functions. A motion to approve the AERS State Plan was made by Commissioner Danny Sharp and seconded by Commissioner Dan Wills. Mr. Knight stated at the suggestion of Commissioner Wills at the January 24, 2006 meeting, the first review

should be approved by the Commission but as it evolves and changes to fit the needs of Arizona and the use of the AERS systems, further changes/revisions need not be approved by the PSCC. No further discussion took place. The motion was unanimously carried.

Statewide Interoperability Executive Committee (SIEC)

SIEC Chair Paul Wilson addressed the Chairman and Commission to report on the SIEC meeting activities this morning.

SIEC Chair Paul Wilson reported two voting body vacancies on the SIEC need to be filled. The other vacancy is the co-chair position vacated by a Phoenix Fire Department person who moved onto a new assignment. The standard operating procedures require this committee make that appointment but the SIEC had a recommendation for the Commission.

SIEC Chair Paul Wilson reported on the nominations of the two SIEC voting body positions. One position was filled by Mr. Pete Weaver, Emergency Manager/LEPC Coordinator, Pinal County Public Works, and the second position by Mr. Ken Leighton-Boster, Emergency Response Chief, Arizona Department of Health Services. In addition, the SIEC voted to nominate Mr. Mark Venuti as the SIEC Co-Chair. SIEC Chair Paul Wilson asked for a motion to approve the nominations for Co-Chair and the two voting body vacancies. A motion was made by Commissioner Dan Wills and seconded by Commissioner Lou Trammell. No further discussion took place. Motion was unanimously carried.

Governance Committee

Commissioner Kermit Miller presented information to the Commission on the formalization and concept of a Governance Committee. Commissioner Miller reported on the research conducted by members of his staff on the governance structure at other states and wide area regional systems. From their research, it became evident the issue of governance should begin early in the project. He proposed the creation of a Governance subcommittee to continue the initial research, to work with the consultants on development of a governance organization and eventual fee structure for the system that is formed.

Chairman Felix reported the criticality of this group is to begin their work simultaneously with the consultant to help design the system. It was stated they don't want to have a system that now is being deployed and then catching up later with deciding how it's going to be maintained and fostered. Chairman Felix asked for a motion to establish a Governance Committee under the Public Safety Communications Commission. A motion was made by Commissioner Danny Sharp, seconded by Commissioner Dan Wills. Motion was unanimously carried. Chairman Felix reported the need to define more clearly what the Governance Committee is going to do and putting this in writing for everyone to review.

Chairman Felix asked for a motion on recommendation of Chair and Co-Chair of Governance Committee. Commissioner Dan Wills motioned for Commissioner Kermit Miller to be Chair with Chairman David Felix as Co-Chair. Motion was seconded and was unanimously carried. Commissioner Miller stated if anyone was interested in reviewing a copy of initial research that was prepared to request a copy through the PSCC Support Office. Mr. Knight agreed to distribute. Chairman Felix complimented Commissioner Miller and his staff for the great job

they did in putting the report together and taking a look at what is underway in the rest of the country and what work is yet to be completed (i.e., governance model and fee structure).

Mr. Knight suggested the Governance Committee might want to meet on the same day that PSCC/SIEC meetings take place but we would need to think about the best way to work it in to the schedule. Governance Committee meetings would require public notice and open meeting structure.

Chairman Felix advised a list of people interested in serving on the Governance committee would be provided.

Request for Proposal (RFP)

Mr. Knight gave a brief overview to the Commission on the recently released Request for Proposal, Solicitation #L6-026, Public Safety Land Mobile Radio Communications System Design and Engineering Services. Mr. Knight expressed this briefing does not take the place of the pre-proposal conference which will be held on Friday, April 28. Mr. Knight reviewed the RFP critical timeline dates, expected vendor qualifications, the two phases of the project with an optional phase (based on performance and available funding), scope of work, and proof of concept through a pilot project. Mr. Knight fielded questions from the Commissioners reminding them he might not be able to respond as candidly as he would like to due to final award still pending.

Date, Time and Location of Next Meeting

Chairman Felix requested Mr. Knight to research moving the meeting to Flagstaff due to the large law enforcement Pow Wow taking place there. PSCC meeting will take place at 1:00 p.m.

July 11, 2006
Flagstaff City Hall
211 West Aspen Avenue
Flagstaff, Arizona

Call to the Public

Chairman Felix asked for comments from public. No comments were received.

Recommendations for Future Meetings

Chairman Felix asked for recommendations for future meetings; however, no comments were received.

Adjournment

Chairman Felix asked for a motion to adjourn. Motion to adjourn was made and seconded. Motion was unanimously carried. Meeting adjourned at 1:55 p.m.